

# Seattle Parks and Recreation Facility Rental Office

## Lake Union Park

INFO: (206) 684-7254

FAX: (206) 684-4853

[www.seattle.gov/parks/facilities](http://www.seattle.gov/parks/facilities)

## RENTAL INFORMATION PACKET

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## **RENTALS FEES AND INFORMATION**

### **Great Hall**

\$80/hour      Occupancy: 250-1144      13,500 s/f

This large hall is ideal for large weddings, corporate meetings, auctions and concerts. Rental of this space includes use of the second floor mezzanine which can be used for additional seating, silent auction items, etc. The hall has a classic wood floor and the north doors open onto the historic ships wharf.

### **Officers Club**

\$55/hour      Occupancy: 50-100      1200 s/f

Ideal for meetings and small receptions, this room has a fire place (non-functional), beautiful hardwood floors and offers amazing views of Lake Union.

### **East Room**

\$25/hour      Occupancy: 10-20      378 s/f

### **Gunnery**

\$25/hour      Occupancy: 25-50      800 s/f

### **North Room**

\$35/hour      Occupancy: 10-30      450 s/f

### **Room 220**

\$25/hour      Occupancy: 10-15      364 s/f

These various conference rooms are perfect for meetings or to be added as additional rooms when renting the hall. They vary in size and description.

- Staffing (+1 hour)      \$20.00/hour/staff person
- Booking fee      \$15.00
- Alcohol Use Fee      \$60.00
- Cleaning Fee      \$250 (required for events in the Great Hall)
- Liability coverage is required for events: \$1 million for all events with alcohol, \$2 million for event selling alcohol.

Deposit, Payment and Refund: A \$500 refundable damage deposit is required for all events.

Full payment is due 14 days prior to the event. Deposits will be 90% refunded if cancellation is made more than 60 days prior to the event. Deposits will be 50% refunded if cancellation is made 30 to 60 days prior. Cancellations less than 30 days prior are non-refundable.

Insurance Requirements: \$1 million in liability required for host alcohol. \$2 million in coverage is required if alcohol is offered for sale. (Please see page 4 for complete details)

**Seattle Parks and Recreation  
Lake Union Park  
860 Terry Avenue North, Seattle, WA 98109-4330  
Phone: 206-684-7254 Fax: 206-684-4853  
www.seattle.gov/parks**

**APPLICATION FOR RENTAL**

Organization/Individual renting the facility: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Official Name of the Event: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indoor Spaces Requested: \_\_\_\_\_

Outdoor Spaces Requested: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Day(s)/Date(s): \_\_\_\_\_

Set up time: Start: \_\_\_\_\_ Clean up time: End: \_\_\_\_\_

Event Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

\*Special Events must complete the Special Events Supplemental Page and include a layout of the event with the application. Additional information may be requested upon reviewing the application.

I certify that to the best of my knowledge the information contained in the application and special events supplemental page is correct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SLU RENTAL APPLICATION. SPECIAL EVENT SUPPLEMENTAL PAGE

### FOOD/ALCOHOL

**Food?** Yes No

**Catered?** Yes No **Name of Caterer?** \_\_\_\_\_

**Alcohol?** Yes No **For Sale?** Yes No

**Will food be cooked on site?** Yes No

**Will any catering equipment be brought in?** Yes No **Please describe:** \_\_\_\_\_

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### LIGHTING/STAGING/AV EQUIPMENT

**Lighting?** Yes No **Please describe:** \_\_\_\_\_

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**Staging?** Yes No **Please describe:** \_\_\_\_\_

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**AV?** Yes No **Please describe:** \_\_\_\_\_

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**SIGNS/BANNERS?** Yes No **How many?** \_\_\_\_\_

**BOOTHS?** Yes No **How many?** \_\_\_\_ **Size(s)?** \_\_\_\_\_

**CANOPY/TENTS?** Yes No **How many?** \_\_\_\_ **Size(s)?** \_\_\_\_\_

**FENCING?** (Outdoor Spaces) Yes No **Describe:** \_\_\_\_\_

**VALET PARKING/ SHUTTLE?** Yes No **Describe:** \_\_\_\_\_

**SECURITY?** Yes No **Describe:** \_\_\_\_\_

**ITEMS FOR SALE?** Yes No **Describe:** \_\_\_\_\_

**ADMISSION FEE?** Yes No **Describe:** \_\_\_\_\_

**DONATIONS SOLICITED?** Yes No **Describe:** \_\_\_\_\_

**CANDLES/FLAME?** Yes No **Describe:** \_\_\_\_\_

**DECORATIONS?** Yes No **Describe:** \_\_\_\_\_

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PLEASE ATTACH A LAYOUT OF THE EVENT



All events occurring at Parks and Recreation facilities will be required to provide proof of insurance 15 business days prior to the event date. The City reserves the right to cancel events which fail to meet this requirement.

## EVENT INSURANCE REQUIREMENTS

Certificate of insurance with the City of Seattle added as an additional insured for primary and non-contributory limits. **THE MERE STATEMENT OF ADDITIONAL INSURED STATUS ON THE CERTIFICATE IS NOT ACCEPTABLE; A COPY OF THE ACTUAL ADDITIONAL INSURED POLICY OR ENDORSEMENT WORDING MUST BE ATTACHED TO THE CERTIFICATE.** Surplus lines certificates must be issued and stamped by a Washington State licensed surplus lines broker. Minimum coverage and limits of liability are \$1,000,000 each occurrence Commercial General Liability insurance , including Host Liquor Liability if alcoholic beverages *are served at no charge*, if alcoholic beverages *are sold*, \$2,000,000 each common cause Liquor Liability is required.

**(All limits and coverage may be adjusted to meet exposure as determined by the City Risk Manager.)**

**Option 1:** The Event Holder should contact their Homeowners or Business insurance agent, broker or insurer to determine if they can provide insurance for the event. Evidence of insurance should be issued with the City of Seattle unconditionally added as an additional insured as evidenced by a copy of a certificate issued by the insurer or an agent. If issued by a broker, a copy of the actual additional insured policy or endorsement wording must be attached to the certificate.

**Option 2:** If the Event Holder does not have Homeowners or Business insurance that will cover the event, event insurance will have to be separately purchased.

## **ALCOHOL PERMITS**

Events are required to obtain the appropriate permits in order to serve or sell alcohol. A copy of this permit will be due to the South Lake Union Facility Scheduling office 5 business days prior to the event date.

For questions, or to obtain an application for a permit or license contact the WSLCB customer service desk in Olympia at (360) 664-1600. Applications can also be obtained at your local liquor store.

### **Banquet Permits**

A banquet permit is required to allow the service and consumption of liquor at a private, invitation only banquet or gathering in a public place of club.

Liquor must be provided free of charge by a sponsor, or brought by individuals attending the event.

Applications for a banquet permit are available at any liquor store or agency. You may also call the Board's customer service desk at (360) 664-1600 to have an application mailed to you. There is a \$10 fee for a banquet permit.

Guidelines and Restrictions for Banquet Permit include but are not limited to:

- 1.) Attendance to the event must be by invitation only
- 2.) All liquor must be purchased at retail, and must be consumed between the hours of 6am and 2am

### **Special Occasion License**

A Special Occasion License is issued to a not for profit society or organization, to sell spirits, beer and wine by the individual serving for the on-premises consumption at a specified date and place.

Applications for a Special Occasion License are available at any liquor store or agency. You may also call the Board's customer service desk at (360) 664-1600 to have an application mailed to you. There is a \$60 per day per location fee for a Special Occasion License.

The application must be submitted 30 days prior to the event.

Guidelines and Restrictions for Special Occasion Licenses include but are not limited to:

- 1.) Spirits must be purchased from a state liquor store or agency. Beer or wine may be purchased from a state liquor store or agency, a retailer, or a distributor.
- 2.) Beer, wine or spirits may not be advertised or sold below cost.
- 3.) Beer, wine or spirits may not be given as awards or gifts.

**During the event the permit must be posted in a conspicuous place at the premises where the event is held.**

## SEATTLE FIRE DEPARTMENT PERMIT REQUIREMENTS

Events are required to obtain the appropriate permits from the Fire Department. A copy of this permit will be due to the Facility Scheduling office 10 business days prior to the event date

Permits are required for Propane and Open Flame Cooking, Candles and for Events wishing to rent the facility past 2am\*

\* Permits may be required for other events please check with the facility scheduling office regarding your specific event.

### General Permit Information

Permit applications, as well as additional information, can be accessed at the Fire Departments website [www.seattle.gov/fire](http://www.seattle.gov/fire)

Fire Department permits office: (206) 386-1331

Applications should be submitted 10 business days prior to the event; applications submitted within a shorter time period may not be able to be processed and are subject to additional fee.

Events which do not have the correct permits, or violate the conditions of their permits may have their permit cancelled on the spot.



## **SEATTLE PARKS FACILITY RENTAL FAQ'S**

### **What does my Rental include?**

Rental includes use of the room and bathrooms at the facility that has been reserved specifically for your event. Rental does not include the use of any outdoor space.

### **What equipment is onsite for my use?**

There are tables and chairs at each site which are included in your rental. Equipment is not permitted for use outdoors.

38     60in Round Tables  
35     2.5 x 6 ft Rectangular Tables  
450    Chairs (Various types & colors)

### **What outdoor spaces are available for rent within the park?**

The Historic Ships Wharf can be rented along with the indoor area or separately. Fees for this range from \$50-\$75 per hour.

### **Is it possible to reserve parking for my event?**

No. All parking is public parking and operates on a first come first serve basis.

### **Can I come in the day before my event to set up?**

Depending on availability you may be able to schedule set-up time on the day prior to your event. There is a minimum time rental of 4 hours facility and this must be arranged ahead of time.

### **How can I arrange to see the facility prior to my event?**

Tours of Lake Union Park are generally available during normal business hours, to schedule a tour please call (206) 684-7254.

### **How do I change the date or hours of an already scheduled event?**

Depending on availability you may be able to alter the day or times of a booked event. For information call (206) 684-7254, changes must be made at least 5 business days in advance of your rental.

**What paperwork do I need to send in and where do I send it?**

Although it may vary, paperwork usually includes: contract, attachment 1, banquet permit, fire permit (for outdoor cooking) and certificate of insurance. Some events may require an attachment 2 document or other licenses/permits. Please check with the scheduling office for specific requirements for your event.

All information can be sent to:

Lake Union Park  
860 Terry Avenue N  
Seattle, WA 98109

Attn: Facility Scheduling

fax: (206) 684-4853

phone: (206) 684-7254

**Do I need to submit an alcohol plan to receive permission to serve alcohol?**

No. This is no longer a requirement as long as you are hosting (not selling) the alcohol. In order to serve alcohol at your event you must pay the \$60 alcohol fee, you must also purchase a banquet permit and provide a copy of this and your certificate of insurance to the Event Scheduling Office located at South Lake Union. (Events wishing to sell alcohol must submit additional documents, please check with the scheduling office for details)

Please note that alcohol at your event is only permitted to be served and consumed within the facility. No alcohol is allowed in any outdoor location of the park. As a renter it is your responsibility to monitor your guests and to post signs stating "No Alcohol Beyond This Point" at all exits.

- 1) **Retain Permit:** User must retain a copy of this permit on the premises throughout the scheduled event.
- 2) **Laws and Rules:** Renter shall not allow any lewd or illegal conduct on the premises. The User shall comply with all state laws, City ordinances, regulations of the Superintendent of Parks and Recreation applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.
- 3) **Liquor:** No liquor shall be allowed in or about the assigned premises without prior approval, permit, and proof of insurance as detailed in the conditions of Attachment 2 , below, if applicable.
- 4) **Rental Hours:** Rental time must be pre-scheduled and begins at the start of setup and ends when the last person related to the event leaves the building. *Events that go beyond the scheduled time will be subject to time-and-a-half costs for room and staff charges.*
- 5) **No Smoking Indoors:** There will be no smoking allowed indoors at the South Lake Union Armory. All cigarette butts will be picked up and ashtrays emptied from any outdoor smoking areas.
- 6) **Condition of Premises:** The User accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, the User shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.
- 7) **Set Up/Take Down:** Renters are responsible for set-up and take down of the event and for clean up of the event as described in attached handout entitled “Clean Up Instructions / Guidelines for Where Things Go.”
  - a) Sound tests for amplified sound systems must be kept to a bare minimum 8 a.m. – 5:30 p.m. Mondays through Fridays.
  - b) Walkways at least 8 feet wide must be kept clear around the perimeter of the Drill Hall between 7:30 a.m. and 6:00 p.m. Monday through Friday.
  - c) No tape, including duct tape or masking tape, may be applied to any floor in the building except tape specifically defined as painter’s tape. Painter’s tape is blue.
  - d) The person(s) responsible for clean up must accompany the facility supervisor on a walk-through of the facility, *when take down is nearly completed but clean up crew is still available*, to ensure that clean up is complete and to identify any damage that might have occurred. Failure to satisfy this obligation may result in forfeiture of part or all of the renter’s damage deposit.
  - e) All rented equipment that the renter may bring in for the event must be removed from the premises at the end of the specified time on the rental agreement.
- 8) **Approval Required:** The following activities are NOT ALLOWED without advanced written approval of the Parks Department: the sale of food, beverages, goods or merchandise; use of any sound amplification; charging admission or fees for services. Any advanced writing approval will be included in Attachment II of this Permit/Contract
- 9) **Changes to contract:** Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the facility. Changes must be made 48 hours in advance of scheduled use.

- 10) **Holding Deposit:** A holding deposit of \$500 shall be required to reserve space at South Lake Union in the Drill Hall. This deposit is partially refundable; if at any time up to 60 days prior to the scheduled event the renter decides to cancel their event, \$450 will be refunded. If the renter should cancel their rental between 60 days and 31 days prior to the scheduled date half of the deposit (\$250) shall be returned. If the event is cancelled with 30 or fewer days notice, the entire deposit shall be retained by Seattle Parks and Recreation.

Additionally for rentals where a 10% of gross/catering fee is due to the City, and is not paid within the specified 10 business day time period, South Lake Union will hold the deposit until the fee is paid, but not in excess of 60 days. If the 10% of gross/catering fee has not been paid by the renter within 60 days of the rental date South Lake Union will retain the entire deposit as payment for this fee. Fees exceeding the \$500 deposit which may result from time overages or damage to the facility will then necessarily be billed to the renter.

- 11) **Fees and Charges:** Fees and charges are detailed in the Permit/Contract and are *not* refundable. Full payment of all fees and charges (except the 10% of gross receipts, if applicable) are due 14 days prior to the first day of the scheduled event.
- 12) **Damage deposits** will be refunded, less the costs of any repairs due to damages to the facility or unpaid balances owed by the renter to the Parks Department. Damage deposits may be held by the department until the renter has paid agreed upon portions of sales, admissions or catering charges (as specified in Attachment II).
- 13) **Responsibility:** The User assumes responsibility for all activities conducted on the premises, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order. The Department disclaims any liability from, and the User agrees not to hold the Department liable for, any occurrences arising from the event as described in this permit.
- 14) **Cancellation, Relocation by Department:** The Department may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate this Permit or relocate a scheduled use to a nearby available location if the premises are closed for repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary.
- 15) **Revocation:** The Department may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, City ordinances, including Seattle Municipal Code 25.08.520 regarding noise in public places, rules and regulations of the Superintendent of Parks and Recreation, and the terms of this permit. The Department may also revoke a permit and/or stop a use in progress if the User fails to secure a necessary permit, disregards a lawful order of an authorized representative of the Department, or engages in activity that may cause injury to the public or damage to the premises.
- 16) **No Assignment:** This permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of the Department.
- 17) **Motorized Vehicles:** All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces only.
- 18) **Post No Signs:** Signs are not allowed to be taped, hung, stapled, or nailed to any tree or sign post.
- 19) **Indemnity:** The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorneys fees

and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgment is rendered against the City, or against the City and the User, jointly, the User shall promptly satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.

- 20) **Insurance:** The User shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the Contract, known as:
- a) per accident; **Commercial General Liability (CG 00 01)/Comprehensive Personal Liability (HO3) as applicable to User**, and written on an insurance industry standard occurrence form as referenced, or equivalent, including premises/operations; products/completed operations; personal/advertising injury; contractual liability; and independent contractors liability, Liquor Liability/Host Liquor Liability (if applicable). The policy(ies) minimum limits of liability for bodily injury and property damage shall be \$1,000,000 each occurrence and \$1,000,000 general, products/completed operations aggregate;
  - b) If any vehicle is used in the conduct of the User's business, a policy **Automobile Liability (Business/Personal) -** written on an insurance industry standard form (ISO form CA 00 01) or equivalent, to include coverage for owned, non-owned, leased or hired vehicles. The minimum limits of liability for Bodily injury and property damage shall be \$1,000,000;
  - c) The insurance as provided under items (1) and (2) above shall be endorsed to include The City of Seattle, its officers, elected officials, employees, agents and volunteers as an Additional Insured on ISO form CG2026 (or equivalent), and shall not be reduced or cancelled without forty-five (45) days prior written notice to the City;
  - d) The User's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the User's insurance;
  - e) Evidence of Insurance - Property Use will not be permitted until the Department receives a certificate of insurance and the appropriate additional insured endorsement(s) in connection with the described work.
  - f) Subcontractors - User shall include all subcontractors performing any work included under this contract as an insured under its policies **or shall furnish** separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.

**I, as a renter, have read and understood this agreement and have accepted responsibility for the terms listed. I accept responsibility for any damages to equipment or to the facility that occur in association with my use of the facility. I understand that any Facility Supervisor has the right to close the facility during a rental if he or she determines a situation to be unsafe.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

